

# CITY OF MILWAUKIE

## CLASSIFICATION: LIBRARY ASSISTANT II

Department: Library

Grade Number: 56

FLSA: Non-exempt

Location: Milwaukie Ledding Library Union: AFSCME

EEO Category: 5 - Paraprofessional

## DESCRIPTION:

This position provides customer service and clerical support within the Library. Work may be performed within a major functional area of the library such as cataloguing, children's library, or circulation. Duties performed include assisting in the selection of books or materials, and special program development and delivery, assisting library patrons and working at the circulation desk. This position is distinct from the Library Assistant I in the complexity and scope of administrative duties and responsibility for library programs.

## DUTIES AND RESPONSIBILITIES:

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides reference and information assistance to library patrons; locates books and other materials and instructs and assists patrons in locating needed information utilizing a variety of media including the Internet.
2. Assists with reference work and inter-library work.
3. Performs a variety of record keeping functions including: preparing reports, collecting, maintaining, and recording of various statistics and data, maintaining databases of periodical account records and vendor sources for supplies.
4. Creates, schedules and conducts special programs.
5. Creates displays to promote reading and special programs including summer reading programs.
6. Conducts tours of library facilities for various educational or civic groups and interested individuals.
7. Prepares purchase requisitions and check requests; maintains records and files.
8. Works at the circulation desk using the library's automated system to circulate materials, collects fines, issues library cards, answers phones, provides information or otherwise assists or refers patrons as appropriate.
9. Assists in filing, book covering, book mending and maintaining the library collection.
10. Inputs data into the computer for ordering books and other information.
11. Maintains supply inventory; orders, receives, and distributes supplies; monitors supply budget.
12. Orders and maintains inventory of the leased book collection.
13. Maintains assigned areas of the collections, including assignment of call numbers.
14. Communicates with vendors regarding orders, shipments and invoices.
15. Prepares library board information packet.
16. Processes new circulating materials including entering such material into the database and creating

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short cataloging records if none exist.

17. May represent the library at network meetings.
18. Shelves books and other library materials as needed.
19. Shelf reads, picks up and straightens library materials as needed.
20. Trains volunteers and monitors volunteer work assignments.
21. Maintains positive public relations with customers and is responsive to customer needs.
22. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
23. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
  - a) **Education:**
    - i) High school diploma or GED required, with some additional coursework in library science preferred; or
    - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
  - a) **Work Experience:**
    - i) Minimum one (1) year of computer, clerical, customer service and/or library experience or equivalent education and/or training; or
    - ii) Any equivalent combination of education and experience.
  - b) **Necessary Knowledge, Skills and Abilities:**
    - i) Knowledge of library classification systems and library circulation.
    - ii) Knowledge of basic office systems and equipment.
    - iii) Ability to accurately maintain library-filing systems.
    - iv) Ability to operate office equipment.
    - v) Ability to lead group programs and tours for patrons.
    - vi) Ability to work effectively with the public.
    - vii) Ability to develop and lead programs of general interest to patrons.
    - viii) Ability to establish and maintain effective working relationships.
    - ix) Ability to work as a team member.
    - x) Ability to perform the essential functions of the job.
3. **Special Requirements:**
  - a) Must be able to pass City's security clearance standards.
  - b) Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.
4. **Tools and Equipment Used:**
  - a) Computer and printer, fax machine, scanner, and copy machines; computer software including MS based word-processing, library automated systems, calculator, and phones.
5. **Supervision:**
  - a) This is not a supervisory classification; however may occasionally provide lead worker

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direction to volunteers.

- a) Positions receive general direction from Librarians and Library Director and on occasion from the Circulation Supervisor.

**6. Communications:**

- a) Work involves moderate communication with library patrons, the general public, other departments within the City, volunteers, vendors, and other government agencies.
- b) The communication is generally routine with no substantial degree of complexity.

**7. Cognitive Functions:**

- a) Work is performed with some independence but is regularly reviewed.
- b) Policies and procedures are well defined but there is some degree of latitude.
- c) Problems encountered in this position are of some difficulty, but generally routine.
- d) Work occasionally requires creativity and innovation.

**8. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is generally performed indoors in a library setting.
- b) There is some stooping and reaching involved in shelving materials.
- c) There is some lifting of book crates that may weigh up to 40 pounds.
- d) Evening and weekend work is required.

**9. Resource Accountability:**

- a) Person exercises influence over modest level of resources and/or cash transactions.
- b) There is a slight impact on a limited level of cash transactions.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 11/20/90  
Revised: 07/28/94  
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